

## **SECTION V.2.    Waiting List Procedures**

Choices for Care Moderate Needs applicants may be placed on a waiting list if funds are not available or capacity at Adult Day is not available at the time of application, using the following procedures:

1. If funding, or capacity at Adult Day, is not available at time of application, the case manager (CM) will notify the individual in writing and will send a copy of the notice and application to the requested Service Providers.
2. The Homemaker Agency or Adult Day provider (Moderate Needs Providers) will place the individual on their waiting list.
3. Applicants on Community Medicaid are considered first priority, then chronological order by date of application.
4. The Moderate Needs Providers will forward a copy of the wait list to Moderate Needs Coordinator by the 5<sup>th</sup> of each month.
5. When funding is allocated to an applicant the Moderate Needs Providers will indicate such date on the wait list and notify the Moderate Needs case manager.
6. The CM will notify the applicant when funding becomes available and continue the eligibility process. The CM shall put the date the applicant came off the wait list on the Moderate Needs application.
7. If the individual is already receiving other Moderate Needs services, the CM will complete a Moderate Needs Group Change Form and send to the Moderate Needs Coordinator. The Moderate Needs Coordinator will complete and send a new Service Authorization to the individual, case manager and provider(s).
8. The effective date of the service will be the date the individual was taken off the wait list or a later date as requested by the CM.
9. The Moderate Needs Coordinator will review the provider's wait list upon receiving a new Moderate Needs application to ensure that Medicaid applicants are served before non-Medicaid applicants.